

SEATTLE FEDERAL EXECUTIVE BOARD

Celebrating Over Forty Years of Service to Our Federal Community



February 26, 2003

To: Seattle Federal Executive Board Members:

National Public Service Recognition Week is quickly approaching. Your Seattle Federal Executive Board will once again be sponsoring a Celebration of Public Service to recognize the many outstanding contributions of Federal employees to their agencies, to their fellow workers, and to the communities in which they live. It is important that we take every opportunity to express our appreciation for the many accomplishments of Federal employees.

The 2003 Celebration of Public Service is scheduled for Wednesday, May 7, 2003 from 10:00 a.m. until 11:30 a.m. in the fourth floor auditorium of the Jackson Federal Building, 915 Second Ave in downtown Seattle.

As in past years, we are looking for employees within your agency who are innovative, creative and hard working. We will focus our approach to the Public Service Nominations per agreement among the SFEB members. This will ensure that SFEB recognition is reserved for Federal employee contributions that are truly significant and special – above and beyond what is expected day-to-day.

We are looking for specific employee accomplishments (individual or group) for the period from April 1, 2002 through March 31, 2003. The nominations could be on or off the job accomplishments that were innovative and/or had a significant impact. Specifically we ask that agencies ensure awards fit one of the following criteria:

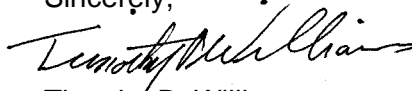
- extraordinary contributions to the accomplishment of the agency's mission
- extraordinary contributions that have resulted in a significant cost savings
- extraordinary contributions which have substantially improved customer service or
- contributions off the job which have resulted in a significant impact to the community at large

The following information is provided as guidelines for your nominations:

- agencies must limit their number of nominations to 5% of their total workforce. This would include both individual and group nominations. Our program is not designed to recognize entire divisions or program offices, but is limited to a manageable group award. A group award will be considered the equivalent of one individual award.
- selection process is at the discretion of the participating agencies and may include nominations from supervisors and peers. All nominations received by the SFEB will be recognized for their accomplishments that fall into one of the previously stated criteria.
- a brief description of the accomplishment is to be included with the nominations. If the description exceeds 50 words, the SFEB has the right to edit the submission. Two questions need to be addressed in the description: What was the achievement? and How did the achievement make a difference?
- submission of nominations should be made through the agency head to the SFEB no later than **Monday, March 31, 2003**. The deadline will not be extended so please advise your awards coordinator to take note of this date.
- samples of the submission form are attached. Please complete all of the requested information. It is very important that a "point of contact" person and their phone number be included on all nominations.
- the SFEB requests that nominations be submitted via email to: sfeb@mindspring.com

Our Celebration has become, for the SFEB, one of the most successful events of the year. I invite you to submit your truly outstanding employees to be recognized and share in one of the highlights of the federal community. If you have any questions, or need additional information, please call the SFEB office at 206-220-6171.

Sincerely,


Timothy B. Williams
Chair

SAMPLE

2002 Public Service Recognition Individual Award form

- | | |
|--|--|
| 1. Agency Name | US Department of Good Work |
| 2. Agency Contact | Sally J. Fox
206-220-6171 (phone)
206-220-6132 (fax) |
| 3. Name of Agency Head | Mr. Joseph Boss |
| 4. Mailing Address | 999 State Street
Tukwila, WA 98188 |
| 5. Name of Nominee | Ina Knot |
| 6. Fifty words or less description of reason for nomination: | |
| | Ina, a nuclear engineer, has significantly contributed to the health of the marine environment in Snohomish County by her dedicated personal involvement in community activities. An example is her organization and participation in shoreline and waterway cleanups through her diving activities. |
| 7. Name of nominating official | Mr. Top Dog |

Email to: sfeb@mindspring.com

SAMPLE

2002 Public Service Recognition Group Award Form

- | | |
|--|--|
| 1. Agency Names | US Department of Good Work |
| 2. Agency Contact | Sally J. Fox
206-220-6171(phone)
206-220-6132 (fax) |
| 3. Name of Agency Head | Mr. Joseph Boss |
| 4. Mailing Address | 909 State Street
Tukwila, WA 98188 |
| 5. Name of Nominated Group | Procurement Team, Construction |
| 6. Names of Individual in Group | List each person separately |
| 7. Fifty words or less description of reason for nomination: | |
| | The team is elevating the PBS brand name through innovations in the procurement process. Timeliness of construction contract award through selecting the right team member has enabled the agency to bring in revenue on or ahead of schedule and under budget. The team's innovations are being shared with other PBS regions as well as state and city governments |
| 8. Name of nominating official | Mr. Top Dog |

Email to: sfeb@mindspring.com

1. Agency Name
2. Agency Contact
3. Name of Agency Head
4. Mailing Address
5. Name of Nominee
6. Fifty words or less description of reason for nomination:

.
7. Name of nominating official

2002 Public Service Recognition
Group Award Form

1. Agency Names
2. Agency Contact
3. Name of Agency Head
4. Mailing Address
5. Name of Nominated Group
6. Names of Individuals in Group
7. Fifty words or less description of reason for nomination:
8. Name of nominating official

Email to: sfeb@mindspring.com